



## **PRINCIPAL PERSONNEL MANAGEMENT CONSULTANT**

### **\$74,446 - \$93,060 ANNUALLY + potential performance bonus**

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#### **THE ORGANIZATION**

CPS is a self-supporting public agency offering a full range of human resource products and services to over 1500 federal, state and local government agencies and private non-profit agencies across the United States and Canada. Among the services provided to clients are test development and administration, classification and compensation studies, executive recruitments, organizational development, strategic compensation design and implementation, human resource training, performance management, and workforce planning. Our main office is in Sacramento California, with branch offices in Madison WI and Washington DC and regional offices in Atlanta, GA, Chicago, IL, and Washington, DC.

CPS is operated by a nine member Board of Directors including the City of Anaheim, California State Personnel Board, County of Sacramento, City and County of San Francisco, East Bay Municipal Utility District, State of Wisconsin, City of Las Vegas, County of Sonoma, and Hayward Unified School District. Our vision is to improve Human Resources in the public sector. Core values promote client satisfaction, high quality of work life, and financial returns that assure long-term sustainability. Our employees participate in a results-oriented pay plan that allows for accelerated advancement of base pay and lump sum payments for exceptional service and contributions to organizational success. CPS believes in sharing its success with the employees who make it happen! More information on CPS can be found at <http://www.cps.ca.gov/>.

#### **THE POSITION**

Our Washington, DC office is seeking a Principal Personnel Management Consultant to manage projects throughout the United States. This position is envisioned to be located in our Washington, DC office but it is anticipated that the selected candidate may travel to multiple locations to meet with current and potential clients and to perform project and project management work.

The Principal Personnel Management Consultant is expected to possess a strong understanding of and have extensive prior experience in public sector recruitment/selection, classification /compensation, process reengineering, workforce planning, best practices review and related human resource services with an emphasis on federal sector human resource practices. The Principal Personnel Management Consultant will manage several teams of consultants on a wide variety of projects and may personally perform the most complex analysis and review. Additionally, the Principal Personnel Management Consultant will analyze, develop and submit proposals, meet with clients to present, and negotiate contract terms. Orientation to CPS specific practices is provided, however, candidates should possess a strong background in federal sector and public agency human resource practices, including recruitment, staffing, classification/compensation and organizational development and analysis.

#### **KEY DUTIES:**

- Manage multiple projects and serve as project manager and resource to intermittent consultants, CPS staff and subcontractors on a wide array of projects.
- Provide expertise in and personally manage and/or conduct complex and difficult executive search, classification, compensation and organization analyses.

- Develop and maintain effective working relationships with federal, state and local agencies while participating in political and sensitive human resource issues.
- Conduct a variety of business development activities; represent CPS at meetings and conferences; make public presentations on behalf of CPS.
- Prepare proposals and cost estimates, present proposals to clients; negotiate contract terms; prepare and implement project plans.
- Establish and maintain cooperative and collaborative relationships with clients; ensure clear communication and timely completion of projects; facilitate and resolve concerns.
- Establish and maintain collaborative relationships with consultants, CPS staff, partners and subcontractors to ensure project requirements are understood and met.
- Coordinate activities and efforts with the CPS Regional Offices.
- Provide additional support to the CPS Senior Manager on an as-needed basis.
- Prepare and manage the financials and budgets for projects.

## **QUALIFICATIONS**

Successful candidates are expected to possess the following:

### **Ability to:**

- Prepare detailed narrative and technical reports
- Compile and analyze information and make sound recommendations
- Conduct complex human resource consulting projects
- Establish and maintain effective working relationships with clients, coworkers, applicants and others
- Serve as an effective project manager on multiple projects
- Lead and train others
- Monitor project budgets and prepare cost estimates
- Work accurately and effectively amid multiple priorities and deadlines
- Identify obstacles and problems as well as recommend and implement solutions
- Plan, schedule and complete assigned tasks with minimal guidance and supervision
- Work independently and as part of a team
- Communicate effectively, orally and in writing, with CPS Team members and client staff
- Maintain strong customer focus at all times
- Maintain a polished professional appearance at all times
- Work closely with the CPS Senior Manager to make the projects successful
- Travel on an as needed basis
- Assist in recruiting and/or hiring consultants for CPS

### **Skills:**

- Strong analytic and problem resolution skills
- Strong customer service skills
- Leadership skills
- Proficiency in MS Windows and MS Office 2000 applications (Outlook, Word, PowerPoint, Excel and Access) MS Project highly desirable
- Strong organizational and planning skills
- Excellent communication and interpersonal skills
- Multi-tasking competencies to manage multiple efforts or projects

### **Knowledge Of:**

- Principles and practices of public /business administration
- Advanced principles and practices of public agency recruitment, selection, classification and compensation with emphasis on federal agency practices
- Principles and practices of organizational development and analysis

- Principles of project management
- Technical report writing techniques
- Applicable Federal, State and local laws and regulations

### **Education:**

The ideal candidate will possess a Master's degree in Human Resource Management, business or public administration or related field. A Bachelor's degree in one of the above fields is required. Candidates who lack a Master's degree may substitute additional qualifying experience.

### **Experience:**

A Principal Personnel Management Consultant must possess a minimum of six years of broad and progressively responsible professional public sector human resource experience, with a minimum of four years of varied and responsible federal sector experience with a minimum of three years in a supervisory or project management role. Prior experience as a consultant performing and managing consultants who provide services to public agency clients including strong federal agency experience may also be considered.

### **Physical and Mental Requirements:**

- Vision sufficient to clearly see computer monitors and written documentation
- Ability to travel by plane, rail, or auto

## **SALARY AND BENEFITS**

### **SALARY**

**\$74,446 - \$93,060** with potential for significant performance based bonus

### **BENEFITS**

**Parking** – Parking is provided at not cost. Location is near public METRO transit

**Insurance** – CPS provides health, dental, vision, life and long-term disability plans.

**Leave** – CPS provides a generous leave plan including 16 personal leave days per year (vacation, and incidental illness), 6 long-term sick leave days per year (which may be accrued), and 7 regular and floating holidays.

**Retirement** – CPS is a member of California Public Employee's Retirement System with a 2% at 55 retirement plan. This is a defined benefit retirement plan based on years of service and age at retirement. CPS does not participate in Social Security except for Medicare

**Flexible Spending** – CPS offers a Dependent Care Assistance Plan and a Health Care Spending Account, which allows participants to use pre-tax monies to pay for childcare, elder care and/or out of pocket health care expenses.

## **SELECTION PROCESS**

Qualified candidates must be able to successfully complete a background check. Interested candidates should submit a cover letter and detailed resume, including postal and e-mail addresses, educational history, occupational history with dates of employment and salary history. Letters of reference/recommendation are not desired nor accepted. Interested candidates should submit resumes and supplemental information in a MS Word 6.0 file or Rich Text Format file to: [prinpmcdc@cps.ca.gov](mailto:prinpmcdc@cps.ca.gov). Faxes and/or phone calls will not be accepted.

A Screening Committee will review the resumes, contact and select the most qualified candidates to either provide additional information or participate in an oral interview. The application process will remain open until filled. Initial screening is anticipated to occur the week of October 27, 2003. This position may close as soon as sufficient qualified candidates are received.

**CPS IS AN AT-WILL/EQUAL OPPORTUNITY EMPLOYER**